

Forming a Professional Development Leadership Team

- Read the suggested purposes, composition, and facilitation ideas.
- List team members and roles below.
- Set a schedule for PD Leadership team meetings and add to calendar.
- PD Leadership Teams may be established at the district and at the building level.

Suggested Purposes of a Leadership Team:

- To help organize and support various professional development functions.
- To engage in participative decision making—the democratic decision making processes for keeping teachers involved and informed.
- To help principals sustain a focus on instruction and keep professional development functions going.
- To distribute leadership up and down the organization.
- Work together with the Teacher Quality Committee to facilitate communication and participative decision making.

Suggested Composition:

- Teachers representing various grade levels, content areas and role groups, i.e., elementary, middle school, high school, special education, Title I, gifted and talented, general education, etc. (Include individuals who have specific expertise in content, collecting and analyzing data, assessment, professional development, etc.)
- Principal
- Central office, i.e. directors of curriculum, professional development, and school improvement
- AEA provider/consultant(s)

Suggested Facilitation:

- Clarify roles of the team, e.g. assisting with the collection and analysis of data; facilitating building meetings between training sessions; helping to collect and organize implementation data; demonstrating strategies; supporting the establishment of collaborative teams.
- Establish a protocol for meeting routines and a framework for agendas.
- Determine how meetings will be monitored and what data will be collected (Collect meeting artifacts, i.e., meeting agendas and minutes).

List PD Leadership Team member below:

Identify the roles of the building PD Leadership team:

Add PD Leadership Team meeting schedule to building calendar

